DOCUMENT RESUME

ED 129 239 IR 004 015

TITLE	CSU Library-Ese; a Glossary of Initialisms, Terms, Acronyms, Phrases, etc.
INSTITUTION	Colorado State Univ., Ft. Collins. Libraries.
PUB DATE	75
NOTE	43p.; Colorado State University Libraries Publication No. 17
EDRS PRICE	MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS	Abbreviations; *Glossaries; *Library Science; Library Services; Library Technical Processes; University Libraries; Vocabulary

ABSTRACT

This glossary includes definitions of words, acronyms, initialisms, and phrases which are used generally in librarianship or specifically in the Colorado State University (CSU) Libraries. Many definitions are taken directly from the "American Library Association Glossary" but others, specific to the CSU Libraries, are taken from the department or division of their origin. (EMH)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED129239

CSU LIBRARY-ESE

a glossary of initialisms, terms, acronyms, phrases, etc.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

Colorado State University Libraries
Fort Collins, Colorado

Publication no. 17
1975

IR004015

INTRODUCTION

This is a glossary of terms used in the CSU Libraries. It includes definitions of words, acronyms, initialisms and phrases which are generally used in librarianship, as well as items which are unique to CSU Libraries. Our purpose has been to include as much as possible, rather than to exclude anything.

There is no claim to originality. Many definitions have been borrowed intact from the ALA Glossary and elsewhere, and some have been only slightly modified. Definitions of local origin come, insofar as possible, from the department or division where they are most used. Many have been shortened or simplified to provide more general usefulness and interpretation.

Each term is defined in the form most commonly used in the CSU Libraries. In some cases, this may be an acronym or initialism; in other cases, it is the whole word or phrase.

Work began on this glossary in the spring of 1974. Many staff members have served on the committee: Barbara Burke, Robert DeWitt, Karen Fachan, Dorothy Garner, Marlene Heroux, Lynn Hodapp, Anna Kueneman, William Lindgren, John Newman, and Patricia Smith. Myra Jo Moon designed the cover page. In addition, the Committee would like to thank all the other staff who contributed their ideas, comments and criticism and especially thank Scarlet Taylor and the Front Office for compiling the Appendix and typing the "whole thing."

ARL - See Association of Research Libraries.

ALA FILING RULES - Card filing rules established and published by the American Library Association. Used in this and most other libraries.

ABEL - A book vendor, now out of business, from whom the library used to order materials.

ABSTRACT - A brief summary that gives the essential points of a book, pamphlet or article.

ACCESS SERVICE HOURS - Those times when the building is open for study purposes only. Materials may not be checked out and no loan, reference, reserve, or other services are provided.

ACCESSION NUMBER - A number formerly assigned to each book or item received by the library.

ACCOUNTING OFFICE - The office under the Administrative Assistant which maintains the library's financial records.

ACCOUNTS PAYABLE OFFICE - The section of the CSU business office to which the library sends requests for payments. The office deals with the following types of accounts: a) Account payable, which is money owed to a vendor as a result of his having sent us a publication in response to a purchase order, and b) Account receivable, which is money owed to CSU.

ACQUISITIONS DEPARTMENT - A department in the Technical Services Division which assigns vendors, acquires library materials, and maintains records regarding materials on order.

ACRONYM - A word formed from the first (or first few) letters of several words. For example, see AIMLO.

ADDED ENTRY - A secondary entry in the card catalog, i.e., any other than the main entry. A duplicate of the main entry with the addition of a heading to represent in the catalog a subject, joint author, illustrator, editor, compiler, translator, collaborator, series, etc.

ADMINISTRATIVE COUNCIL - See Councils, Libraries.

ADMINISTRATIVE SERVICES DIVISION - The division directed by the Administrative Assistant which includes the areas of photoduplication, accounting, shipping and receiving, building and equipment maintenance, supplies and inventory control, and personnel activities concerning hourly wage and special assistants (such as work study).

AIMLO - 1. The acronym for Auto-Instructional Media for Library Orientation. The self-service audio-visual units located in the reference, documents and other areas of the library which provide instruction about periodical indexes, the card catalog, U.S. Government Documents, etc. 2. AIMLO also refers to the project in which the programs and machine packages were designed and developed.

ALPHABETICAL ORDER - 1. Arrangement according to the letters of the alphabet. 2. In libraries, filing rules for alphabetizing consistently; e.g., never file by the initial articles "a," "an," and "the." This library has incorporated the ALA rules into its filing system.

ANALYTICAL ENTRY - An entry in the card catalog for a part of a work or collection for which a complete entry is made. Analytical entries can be made for authors, titles, and/or subjects. An easy way to distinguish an analytical entry is that the call number contains the volume, or part number.

ANGLO-AMERICAN CATALOGING RULES - A book published by the American Library Association and used by most libraries in the English-speaking world, describing correct cataloging techniques for all library materials.

ANONYMOUS WORK - One in which the author's name does not appear anywhere in the book; of unknown authorship.

ANNOTATION - 1. A note that describes, explains, or evaluates; especially such a note added to an entry in a bibliography, reading list, or catalog. 2. The process of making such notes.

ANNUAL LEAVE REQUEST FORM - A green vacation request form obtained from the front office and submitted in duplicate to one's immediate supervisor.

APPROVAL PLAN - A service of vendors whereby materials are sent for review with the option to buy or return.

ARCHIVES - 1. Publications of divisions and departments of CSU, noncurrent office records, theses, and other university-related items retained for historical purposes. 2. Location symbol used to identify the preceding. Archives are maintained in the Special Collections Department.

ASSOCIATION OF RESEARCH LIBRARIES (ARL) - Organization of libraries whose basic purpose is the strengthening and improvement of the collections and services of its member libraries in support of higher education and research. Qualified libraries become members by invitation only. CSU Libraries is a member.

ATLAS - A volume of maps, plates, engravings, tables, etc., which may be issued to accompany a text, or it may be an independent publication.

AUTHOR - The person or corporate body, such as a government agency or business firm, chiefly responsible for the intellectual or artistic content of a work.

AUTHOR CATALOG - The section of the card catalog containing library holdings listed alphabetically by author or by main entry.

AUTHOR ENTRY - The name of the author of a book used as an entry in the card catalog; e.g., writer of a book, compiler of a bibliography, composer of a musical work, artist, etc. This is usually the main entry.

AUTHOR-TITLE ADDED ENTRY - An added entry in the card catalog consisting of the author and title of a work.

AUTHORITY FILE - See Series Authority File.

AUTHORIZATION FILE - A list of the names of persons authorized by faculty members to check out materials under the name of the faculty member. This file is kept at the loan desk.

AUTOTUTORIAL - Self-instructional machines utilizing educational media. See also AIMLO.

BIP - See Books in Print.

BOT - Beginning of tape.

BAER PROJECT - A project of the Catalog Department to remove from the card catalog general reference cards referring to the titles listed in "Titles in Series," edited by Baer, and substitute series entry or series unit cards for them.

BIB CENTER - Bibliographical Center for Research. Rocky Mountain Region, Inc. An organization located in the Denver Public Library which maintains regional union lists for location of materials, and provides liaison with other U.S. bibliographical centers including the National Reference Center at the Library of Congress. The Center also provides literature searching services at a fee. All libraries that belong to the Bib Center send copies of cards for newly cataloged titles to them.

BIBLIOGRAPHICAL CENTER FOR RESEARCH. ROCKY MOUNTAIN REGION, INC. - See Bib Center.

BIBLIOGRAPHY - A list of books or periodical articles, usually on a particular subject. National bibliographies may include all books published in a particular language or in a specific geographical area. Several national bibliographies are shelved in I.D.

BIG EIGHT - See MASUA.

BIND CARD - Cards which constitute the Bindery's permanent records and prime source of information, and contains binding instructions.

BIND SLIP - Thermofax copy of the back of a bind card sent to a commercial binder with the material to be bound, containing instructions for binding the particular item.

BINDERY - 1. A section of the Preparations Department that prepares books, periodicals and other materials for binding or rebinding. 2. General term for a company in the binding business.

BINDERY CHARGES - A notation on the printout (DAR) that indicates that an item is in the bindery.

BINDERY COPY - An additional copy of a serial which has a record of having problems, such as stolen or mutilated issues. These copies are retained in the Bindery until ready for binding.

BINDING - 1. The process of producing a single volume from leaves, sheets, signature, or issues of periodicals, or of covering such a volume. 2. The cover of a volume.

BODY OF A BOOK - The main part of a book that follows the preface and introduction and precedes notes and indexes.

BODY OF THE CARD - The part of a catalog card which starts with the title and ends with the date of publication.

BOOK CARD - A Keypunch card placed in a pocket inside the front cover of a publication, punched to show call number and truncated title, used to charge out materials.

BOOK DETECTION SYSTEM - Electronic security system for detection at the exit of material not properly charged out.

BOOK DROP - Designated receptacles for returning books. All books checked out from the general stacks must be returned through the book drops.

BOOK PLATE - A label pasted in a book to indicate ownership or a donor.

BOOK TRUCK - A small vehicle with four wheels provided with two or three shelves used for transporting books and/or other library materials within the building.

BOOKS IN PRINT (BIP) - A publication listing all books which are available as of July 1 each year, for purchase through normal book trade channels. Available in author, title and subject sections, BIP indexes the entries in PTLA.

CBI - Cumulative Book Index. A publication issued monthly and cumulated annually which lists English language books as they are published, providing complete verification of author, title, publisher, year, etc.

CC - The card catalog on the main floor of the Library.

CIP - See Cataloging in Publication.

CLA - Colorado Library Association.

CMC - See Curriculum Materials Collection.

CoFS - Library of Congress location code for CSU Libraries.

CPC - Classified Personnel Council. See Councils, University.

CRL - See Center for Research Libraries.

CSU - Colorado State University.

CSU COMMENTS - A weekly faculty-staff newspaper at Colorado State University.

CU - University of Colorado, Boulder.

"C" COLLECTION - See Current Awareness Collection.

C DEK also C DECK - A data processing terminal located at the Loan Desk. It records circulation transactions and is also used as a time clock for labor payroll.

CALBPC - Acronym for the now-defunct Colorado Academic Libraries Book Processing Center.

CALL NUMBER - The notation used to identify and locate a particular publication on the shelves. It consists of the classification number, the Cutter number, and may include other identifying symbols. It is found in the upper left-hand corner of the catalog card, on the spine or front cover of the publication, and on the page following the title page.

CAMPUS MAIL - Internal mail delivery and routing system. This system is independent from the U.S. Postal Service.

CAPE - Colorado Association of Public Employees.

CARD CATALOG - A catalog in which the entries are on separate 3 X 5 cards, arranged in a definite order in drawers. This library's card catalog is divided into author, title, and subject sections.

CARREL - A booth for individual study in a library.

CAT SEP - An abbreviation for a publication that is part of a series, but is cataloged separately as a monograph with an individual call number.

CATALOG - A list of library materials arranged according to some definite plan. As distinguished from a bibliography, it is a list which records, describes, and indexes the resources of a collection, a library, or a group of libraries. It may take the form of a card file, a book, or a computer printout.

CATALOG DEPARTMENT - A department in the Technical Services Division which is responsible for cataloging and classifying library materials.

CATALOGING - The process of describing a physical object and assigning a classification number. It includes determining the main entry, describing the item, and assigning subject headings and a classification number.

CATALOGING IN PUBLICATION (CIP) - A program underway between the Library of Congress and publishers where new books are cataloged from galley proofs by L.C. so cataloging data can be printed in the book, usually on the verso of the title page. This saves other libraries from duplicating effort or waiting for or ordering L.C.copy.

CEASED TITLE - A serial title which is no longer being published. A file of ceased titles is kept in the Serials Section of the Library.

CENTER FOR RESEARCH LIBRARIES (CRL) - A library of those books, periodicals, archives and other library material used infrequently enough that their use can be shared by many research libraries. CSU Libraries is a member of the organization which is located in Chicago.

CHARGE - 1. To check out material. 2. Record of material check out, either to a borrower or to a library department (Reserve, Bindery, etc.)

CHICANO COLLECTION - A project funded from outside the Library for books containing information relevant to Chicanos and other minority groups. The collection is housed in the Student Center.

CIRCULATION DEPARTMENT - A department in the Public Services Division responsible for lending books and other library materials at both the loan and reserve desks. This includes door monitoring, shelving, shelf-reading, and charging materials in and out.

CIRCULATION DESK - See Loan Desk.

CLAIM - A reminder to a publisher to send an item ordered, which is due, but which has not been received. 2. The act of preparing a claim.

CLASSIFICATION SCHEDULES - The printed scheme, or outline, of a particular classification system. This library follows the Library of Congress classification scheme and uses Library of Congress Classification Schedules.

CLASSIFICATION NUMBER - The number on the top line or lines of the call number assigned to a book or other library material to show the subject area and to indicate its location in the collection.

CLASSIFIED PERSONNEL COUNCIL - See Councils, University.

CLOSED ENTRY - An entry with complete bibliographic information covering all parts of a work. Usually refers to an entry for a serial or set received in parts over a period of time which has been "closed" after receipt of the final volume.

CODING SHEETS - Sheets from the Serials Section or the Documents Department on which new SBC information (entries, reclass, successive titles, etc.) is recorded.

COLLATE - 1. To examine a publication, whether bound or in the process of being bound, to see if the sections are complete and in the right sequence and to make sure that no maps, illustrations, etc., are missing. 2. To compare two publications minutely, page by page, to see if they are identical.

COLLATION - That part of the catalog entry describing the publication by indicating the number of pages or volumes, illustrations, and size.

COLLECTION - A number of books or other items on one subject, or of one kind, or collected by one person or organization. Often used to denote the entire holdings of publications in all formats by a library.

COLLEGE CATALOGS - A collection of catalogs from other colleges and universities.

CONGRESSIONAL EDITION - See Serial Set.

CONSULTATION TABLES - High tables located parallel to the card catalog, on which one places the drawer in which one is searching.

CONTENTS - Listing of what an issue or volume contains.

CONTINUATION - 1. A publication issued as a supplement to one previously issued. 2. A part issued to continue a book, a serial, or a series. 3. Continuation or continuation order is sometimes used as a synonym for standing order.

CONTINUOUS PAGING - Page numbers which continue from one issue to the next instead of starting each issue with page one.

CONTROL FILE - A file maintained in the accounting office, in numerical order, of all order numbers.

COPY NUMBER - A number given to all but one copy. If the Libraries has two or more copies that are exactly the same, the copy without a number is actually copy 1, the second and continuing copies are copy 2, etc. The number of copies of a title are shown in the shelflist and serials record.

COPYRIGHT - The exclusive right granted by a government to publish a work for a specified number of years. This acts as a protection against others copying the work.

COPYRIGHT DATE - The date a copyright is issued; usually appears on the verso of the title page.

CORPORATE AUTHOR - A corporate body credited with authorship of a book.

CORPORATE BODY - An organization or group of persons identified by name which acts as a single person. Corporate bodies include associations, conferences, institutions, business firms and government agencies. "Corporate entries" are made in the catalog for corporate bodies.

CORPORATE FILE - A file of annual reports from major business corporations, including many from Colorado.

COUNCILS, LIBRARIES

ADMINISTRATIVE COUNCIL - Membership consists of the Director; Assistant Directors of Public Services, Technical Services, Personnel Services, and Research Services; and the Administrative Assistant.

LIBRARIES CLASSIFIED COUNCIL (LCC) - A group comprised of all state classified personnel of the Libraries which meets regularly to consider problems or ideas in personnel or other concerns.

LIBRARIES FACULTY COUNCIL (LFC) - A deliberative and advisory group consisting of all library faculty members, which meets regularly to consider problems of innovations in the Libraries. Most items for consideration are presented by one of the three standing committees: Library Services Committee, Staff Development Committee, Personnel Committee. The group has no power to act, only to recommend to the Director.

PUBLIC SERVICES COUNCIL - An advisory group consisting of all library staff members with assignments in the ~~Technical~~ Public Services Division which meets regularly to consider problems or ideas in the area of ~~Technical~~ Public Service.

TECHNICAL SERVICES COUNCIL - An advisory group consisting of all library staff members with assignments in the Technical Services Division which meets regularly to consider problems or ideas in the area of Technical Service.

COUNCILS, UNIVERSITY

CLASSIFIED PERSONNEL COUNCIL (CPC) - Group of eight elected members which serves as a liaison between the University's administration and all state classified employees on campus.

FACULTY COUNCIL - A representative body for the academic faculty which performs those duties delegated to the faculty by acts of the legislature. The Council shall have jurisdiction over the general educational policy of the University, shall pass all rules and regulations necessary to University government and discipline, and shall have statutory charge of the laboratories and library. Membership: President, Vice Presidents, Deans, Directors, Secretary of the State Board of Agriculture, and elected representatives from the academic faculty who are full-time faculty with appointments above the rank of Instructor.

LIBRARY COUNCIL - An advisory group consisting of one representative from each of the University's colleges, one graduate student, and two undergraduate students, each of whom are elected by the Faculty Council. The Director of Libraries is an ex-officio member. The duties of the Council are: 1. To make recommendations to the Faculty Council relative to policies governing operation of the Libraries. 2. To assist the Director of Libraries in an advisory capacity in the selection of books and publications. 3. To make recommendations as to available funds for the purchase of books and publications.

COVER TITLE - A title used on the outside cover of a book. This may differ from the title on the title page.

CROSS REFERENCE - A reference from a term not used to one that is used ("see" reference), or to additional, related terms ("see also" references). Found in the card catalog, indexes, bibliographies, etc.

CUMULATIVE BOOK INDEX - See CBI.

CURRENT AWARENESS COLLECTION - Books, periodicals and documents shelved in the Current Awareness Room. Funds for purchase are furnished in part by ASCSU. Materials cover topics of current interest including drugs, civil rights, alternative lifestyles, etc.

CURRENT SHELVES - See Display Shelves.

CURRICULUM MATERIALS COLLECTION (CMC) - Secondary school texts and other materials for use by Education majors. The collection is supervised by the Social Sciences Librarian.

CUTTER NUMBER - A part of the call number, taken from a special list and used as an author number to maintain for each classification number an alphabetical author arrangement of books on the shelves.

DAR - Daily Activity Report. A computer printout by call number of library materials charged out by the Loan Desk to patrons, bindery, interlibrary loan, reserve, etc.

DU - University of Denver

DAILY ACTIVITY REPORT - See DAR

DASH ON ENTRY - An entry printed on a catalog card with one dash representing author, and another dash representing title, of a related work previously described on the same catalog card. Usually for a supplement.

DATER - Adjustable stamping device used to stamp date on material. Used in circulation to stamp the date due on charged out material.

DEAD FILE - A file of Serials check-in cards for titles no longer received. Kept in the Serials Section.

DEMAND LIST - Computer printout created on demand of books charged to one individual or location.

DEPOSIT ACCOUNT - A specified amount of money deposited with a vendor to pay for future orders, not to exceed the amount deposited. The most common deposit account is with the U.S. Government Printing Office

DEPOSITORY LIBRARY - A library legally designated to receive without charge copies of all or selected U.S. Government publications. The CSU Libraries have been a depository since 1907.

DESENSITIZE - To prepare a book for the electronic detection system. Desensitized material will pass through the exit without triggering the alarm.

DESCRIPTIVE CATALOGING - The part of the cataloging process concerned with identifying the main entry and describing the book.

DEWEY DECIMAL CLASSIFICATION - The classification system in which knowledge is divided into ten major groups by subject. Each group can be sub-divided indefinitely. The Libraries formerly used Dewey and a small number of items are still in this system but are being reclassified into L.C. as time permits.

DICTIONARY CATALOG - A catalog in which all entries (author, title, added entry, etc.) are filed in one alphabetical order.

DISPLAY SHELVES - The slanted shelves at the beginning of the north wing stacks area on each floor where current issues of selected periodicals are displayed for easier browsing. Arrangement on the shelves is alphabetical by title.

DISSERTATION - A written report of research by a PhD student. The Library receives two copies of ~~each~~ CSU dissertation. The Cataloging Department sends one copy to University Microfilms for microfilming and binding for Archives. The other copy is sent to the stacks.

DIVIDED CATALOG - A catalog where different kinds of entries are isolated into separate sections. In this library, the card catalog is divided into three parts: one for authors, one for titles, and one for subjects.

DOC - Location Symbol added to the call number to denote a federal document.

DOCUMENTS - U.S. government publications other than technical reports.

DOCUMENTS DEPARTMENT - The department in the Technical Services Division that handles material received from the U.S. Government Superintendent of Documents Office. Documents are cataloged in their own classification system and are not listed in the card catalog. (A few document monographs have been classified in L.C. and, therefore, appear in the card catalog.) State documents are received in the Documents Department but are processed as part of the general collection.

DUP, DUPL - Common abbreviations for a duplicate book, order card, etc.

DUMMY - A wooden block shelved in place of a book, bearing a label showing that the book is shelved elsewhere. The dummy contains the author, title and call number of the book it replaces, as well as the location.

EDP - Electronic Data Processing.

EOF - End of file.

ERC - 1. Engineering Research Center, the research facility for the Engineering College located at the Foothills Campus. The Libraries maintain a branch there for the engineering research faculty and students. ERC is affixed to the call number of a special group of materials donated to the Libraries by E.W. Lane (see Lane Collection) and housed in the branch. 2. An initialism for Environmental Research Center.

ESP - Extra Service Program. A special service program held every term in which the Libraries schedules volunteer extra staff at strategic points, such as the card catalog, periodical indexes, shelving, etc., to give individualized help to students using the Library.

EDIT ERROR - Error which causes the C Dek of the automated circulation system to refuse to complete a charge record. The operator is alerted by a red light so errors can be corrected. Such errors are caused by badly cracked ID's, bad book cards, wrong combination punched or attendance keyed in wrong.

EDITION - 1. All the impressions of a work printed at any time or times from one setting either by the author or by a subsequent editor.

EDITOR - One who prepares for publication or supervises the publication of a work or collection of works or articles that are not his own. Responsibility may extend to revising and providing commentaries, introductory matter, etc.

ENCUMBRANCE - Money set aside for a purchase order which has been placed with a vendor but not yet expended because the publication has not yet been received. A file of encumbrances is kept in the Libraries accounting office.

ENTRY - A record of a publication in a catalog or list. Besides the main entry, there may be author entries, title entries, series entries, subject entries, and other less common types of added entries.

ENTRY WORD - The word by which the entry is arranged in a catalog, usually the first word (other than an article) of a heading.

ERIC - Educational Resources Information Center. A government sponsored national clearinghouse for information on education. ERIC supplies reports on microfiche (a few in hard copy). The Libraries have some early reports in hard copy and a complete set of those reports issued in microfiche, which are located in the Technical Reports Center.

ERRATA - A sheet of corrections printed after a publication has already been published and sent to those who purchased the publication so it can be inserted.

EXCHANGE - An arrangement with another library or agency to receive materials automatically in return for materials our library or university sends them. A record of exchanges is kept in the Kardex in Serials Section.

EXTENSION CARD - A catalog card that continues an entry from a preceding card.

FTE - Full Time Equivalent. A term used for budgeting purposes to designate the number of staff allocated to each state department. One FTE is a full time professional or classified staff member working for one month. In the computation of hourly employees, one FTE is 173.4 hours worked.

FACULTY COUNCIL - See Councils, University.

FAR NORTH - A location designation that indicates an area on each floor beyond the north wing and through a passageway.

FACSIMILE EDITION - An exact replica of an edition of a book usually made either by a photomechanical process or by type-facsimile.

FASCICLE - Portions of a work which, for convenience of publishing or printing, is issued in small installments. It is distinguished from a PART by being a temporary portion of a unit rather than a unit.

FAXON - The major vendor from which the Serials Section acquires materials.

FISCAL YEAR - The budget year running from July 1 to June 30. The Libraries is allotted a budget which must be totally spent within the current fiscal year.

FOLIO - A book or bound periodical that is 29 centimeters or more in height and shelved in special areas on each floor.

FORMS - See appendix with list of forms. All standard forms used by the Libraries have a title and form number. Forms Appendix begins on page 26.

FRONT OFFICE - Common designation for the Administrative Office, which includes the Director's secretary and the switchboard operator/receptionist.

FUND FILE - A file of slips arranged by fund from the order packets for encumbered orders which have not yet been received. This file is kept in the Libraries accounting office.

GPO - U.S.Government Printing Office, located in Washington, D.C.

GRA - Graduate Research Assistant.

GTA - Graduate Teaching Assistant.

GIFT - 1. Materials donated to the Libraries which may or may not be added to the collection. 2. Materials exchanged between CSU and another organization.

GRACE PERIOD - The 24-hour period following the time due stamped on circulated library material during which the material can still be returned without incurring a fine.

GRADUATE OFFICE - The university office located at the far north end of the building on the second floor. The Libraries staff gets frequent inquiries for the location of this office; it cannot be reached from within the Libraries but must be entered at the far north end of the building.

GREEN SLIP - Common reference to one piece of an order packet (traditionally green but now in various colors) filed in the title section of the card catalog to inform patrons and staff that the Libraries is in the process of acquiring items new to the collection.

GUIDE CARD - A card having a projecting tab, inserted in a file to indicate arrangement and aid in locating material quickly.

GUIDES TO THE LIBRARIES - A series of eight guides, each of 1-7 pages, describing some aspect of the Libraries' services or resources. A supply is kept on a table by the loan desk for distribution to interested patrons.

HANGING INDENTION - A form of indention used on a catalog card when the title serves as the main entry. The entry begins at the first indention with all subsequent lines of the entry at the second indention.

HARD COPY - 1. A printed record on paper or card, to distinguish from a record on microfiche or magnetic tape. 2. A printed copy of machine output.

HARDWARE - The mechanical, magnetic, electrical and electronic devices or components of a computer or other equipment used for processing data. See also software.

HOLD - In the Circulation department, a notation added to a record of a checkout of library material instructing the staff to save the material for another patron when it is returned.

HOLDINGS - 1. A record of what the Libraries have of a specific title; shown in both the shelflist and serials record. The shelflist lists which volumes and how many copies of monographs we have; the Serial Record lists the parts of a Serial that we have. 2. Holdings can also refer to several shelves of books beside the Cataloging Department that the Identification Department maintains to await a proof slip, or a similar area in Serials. 3. Often used as a synonym for collection.

HOURLY EMPLOYEE - Employees hired by the hour. They must punch a computerized time clock at the Loan Desk, cannot work over 40 hours per week, and do not receive fringe benefits such as sick leave or vacation time.

IC - Intermediate Clerk. An obsolete State Civil Service clerical position, superceded by Clerk.

ICT - Intermediate Clerk Typist. An obsolete State Civil Service clerical position, superceded by Typist.

ID CARD - A plastic card issued to all university faculty and students used for various university activities including charge-out of library materials. The information punched on the card is utilized by the Libraries' computerized circulation system.

ILL - See Interlibrary Loan Department.

INC - Incomplete. Used on certain library records.

IW - Imaginary Wars. The collection of works about imaginary wars shelved in Special Collections. Also a location Symbol in the call number of those works.

IDENTIFICATION DEPARTMENT - The department of the Technical Services Division which verifies all orders and searches for LC copy.

IMAGINARY WARS - See IW.

IMPRINT - The place, name of the publisher, and the date of publication. Usually used to describe that information on a catalog card.

"IN PROCESS" - Phrase stamped on the temporary slip which goes into the title section of the card catalog signifying that the publication has been received but not yet cataloged.

INCUNABULA - "In the cradle"; the first works printed in Europe from movable type between 1454 and 1501.

INDEFINITE LOANS - Check out period without an assigned due date given to library departments needing office copies of library materials.

INDENTION - Specifically, the distance from the left edge of a catalog card at which, according to predetermined rules, the various parts of the description and their sugsequent lines begin. Indentions include first, second and third (8, 10, 12, spaces from the edge) and hanging. See Hanging indention.

INDEX - A list of citations arranged by author, title, and subject.

INDEX TABLES - Tables located in the reference areas where frequently used periodical indexes and abstracts are shelved.

INITIALISM - A designation for a group of words using their first initials. For example, see ILL.

INTERCOM - 1. The title of the intralibrary newsletter. 2. Public Announcement System (PA) at the Loan Desk. (Technically not an intercom but often called that by staff)

INTERLIBRARY LOAN DEPARTMENT - The department of the Public Services Division that handles the borrowing and lending of materials between this and other libraries.

INVOICE - Bill received from a vendor.

INVOICE SYMBOLS - FOB - Freight on board
NE, NEP - new edition pending
NOP - not our publication
NYP - not yet published
OP - out of print
OS - out of stock
TOP - temporarily out of print
TOS - temporarily out of stock

ISSUE - A single piece of a serial.

JOBBER - A supplier, usually a wholesaler, who stocks a wide range of items. Use of jobbers reduces the workload in the Acquisitions Department because a large number of items from different publishers may be purchased from one source.

JOINT AUTHOR - A person who collaborates with one or more associates to produce a work in which the contributions of each is not separable from that of the others.

JOURNAL - 1. A periodical or newspaper. 2. Specifically, a periodical issued by an institution, corporation, or learned society, containing current news and reports of activities and work in a particular field. Sometimes used interchangably with the term "magazine."

KARDEX - Metal cabinets of trays containing check-in cards for all the Libraries' serial titles currently received. The Kardex is located in the Serials Section of the Acquisitions Department.

KEYPUNCH - A machine, operated from a keyboard, that records data by punching holes in cards that can later be fed into other machines including computers.

KEYPUNCH CARD - 1. A card which is punched with holes to represent letters, digits or special characters, for use in computers or other data processing equipment. 2. In this library, a computer card, or book card, indicating call number and title which is placed in most books for the automated circulation system.

KIOSK - 1. Structure currently used as an information booth during ESP. 2. Also the name of the U.S. Post Office mailing unit located outside of the Libraries to which we sometimes direct users.

LC - See Library of Congress.

LC COPY - Cataloging information issued by Library of Congress showing how they cataloged a book. Available as proof slips or in card format and eventually published in NUC.

LCC - Libraries Classified Council. See Councils, Libraries.

LFC - Libraries Faculty Council. See Councils, Libraries.

LANE COLLECTION - Books dealing with engineering sciences donated by a former CSU Professor, E.W. Lane. The collection has been merged with the ERC branch materials.

LIBRARIES CLASSIFIED COUNCIL - See Councils, Libraries.

LIBRARIES FACULTY COUNCIL - See Council, Libraries.

LIBRARIES STAFF ASSOCIATION - See Staff Association...

LIBRARIES APPEALS BOARD - Body to which patrons may appeal fines and replacement charges. The Board members are from the Libraries staff and the CSU student body.

LIBRARY COUNCIL - See Councils, University.

LIBRARY LOCATOR - Information Sheet outlining the libraries' service hours, arrangement, and locations, prepared as a handout to help patrons use the library. Supplies are kept at the reference desks and other service points.

LIBRARY OF CONGRESS - The federal library whose first function is to serve the informational needs of Congress. Another important function is provision of cataloging information to other libraries.

LIBRARY OF CONGRESS CLASSIFICATION - The system of classification developed by the Library of Congress for its collections. It has a notation of letters and figures that allows for expansion. The CSU Libraries uses this classification system.

LIBRARY PRIVILEGE CARD - Card issued upon application to non-university residents of the local school district. See also Special Privilege Card.

LIMITED SERVICE - Service provided by the Libraries, usually during breaks and holidays, when the reference desks are not normally staffed.

LISTENING ROOM - Room behind the Loan Desk, administered by the Special Collections Department, which houses audiotapes, players and turntables.

LITERATURE SEARCH - A systematic search, utilizing various indexes, for material bearing on a specific problem or subject, often annotated or including abstracts.

LOAD SHEET - List of fines sent to the Office of Student Accounts from the Circulation Department.

LOAN DESK - Circulation desk where library materials are checked out and returned.

LOAN PERIOD - Length of time given before material charged out is due to be returned.

LOCATION SYMBOL - Word or abbreviation beneath the call number which is used on spines of books that are shelved in special places; examples are ARCHIVE, REF, SCI REF, X (restricted), SPECIAL, ERC. All location symbols are listed on the Library Locator.

MPLA - Mountain Plains Library Association.

MAIL ROOM - The area of the Libraries where mail collection and distribution is handled, including receipts and shipments of all mail and freight and the mailing of all Interlibrary Loan materials.

MAIN ENTRY - A complete catalog entry, usually the author entry, giving all the information necessary for the identification of a work. This entry also bears the tracing of all other headings under which the work is entered in the catalog.

MANIFOLD PACKET - See Packet.

MANUSCRIPT - A writing made by hand, including one made by typewriter or by inscription.

MAP - Location symbol indicating the map collection, shelved across from Special Collections, far north wing, first floor.

MASUA - Mid-America States Universities Association. The "Big Eight" institutions plus CSU: University of Missouri, University of Oklahoma, Oklahoma State University, University of Kansas, Kansas State University, University of Colorado, Iowa State University and the University of Nebraska.

McBEE CARD - Manual Key Sort charge card used to check out materials without keypunch cards i.e., college catalogs, unbound periodicals, maps, etc.

MEETING ROOMS - Rooms in the library available for meetings. Most staff meetings are held in Rooms 124 and 203. Room 124 is through and to the right of the fire exit near the Loan Desk. Room 203 is directly south of the stairs on the second floor. Meetings to be held in these rooms must be scheduled in the Front Office.

MENDS - Books to be repaired.

MESSAGE - Signal on the book for the electronic detection system.

MICRO - Location symbol indicating that the material is to be found in the Microtext Room.

MICROCARD - An opaque card of varying size on which microcopies have been reproduced photographically, arranged in rows.

MICROFICHE READER - See Microform Reader.

MICROFILM - A microphotograph on cellulose film. It may be negative or positive and 16, 35, or 70 mm wide and any length, depending on the number of exposures.

MICROFORM - A reduced photographic image of printed material. Microforms include transparent microfilm and microfiche, and opaque microcards.

MICROFORM READER - A machine used to enlarge microforms through a lens or prism and display them on a screen. Reader-printers allow for a full-size hard copy to be made of the image displayed.

MICROTEXT ROOM - Room behind the Loan Desk, administered by the Special Collections Department, which houses microform readers and reader-printers. Microforms, including microcards, microfiche, and microfilm, are shelved nearby.

MID-AMERICA STATES UNIVERSITIES ASSOCIATION - See MASUA.

MONOGRAPH - A work, collection, or other writing that is not a serial.

MONOGRAPHIC SERIES - A number of separate works issued in succession which have a collective title and are normally issued by the same publisher in a uniform style.

MONTHLY CATALOG - The Monthly Catalog of U.S. Government Publications. A periodical indexing by author, title, and subject federal documents published by the Superintendent of Documents in Washington, D.C.

MORGAN LIBRARY - The official name of the building which houses the CSU Libraries on the main campus.

MULTIBINDING - A technique of binding two or more publications together using heavy cardboard covers without spines and with prepunched holes to form front and back covers.

MULTIPLEXER - Recording unit of the automated circulation system.

MURPHY - The guy blamed for errors.

NA - Not available, notation made when material we have ordered is not available.

NEWSP - Abbreviation for "newspaper" used in the call number. As a location symbol, it indicates pieces shelved in the newspaper display area in the basement.

NST - See New Serial Titles.

NUC - National Union Catalog. A printed cumulative main entry list representing Library of Congress printed cards and titles cataloged and reported by other American libraries. In our library, this tool is located in the Identification Department.

NYP - Not yet published, notation made when material we have ordered is not yet published.

NATIONAL UNION CATALOG - See NUC.

NEW SERIAL TITLES - A union catalog listing periodicals which began publication in 1950 and later and giving place of publication and statement of beginning date (and closing date if pertinent) and a record of the holdings in more than 700 United States and Canadian libraries. A section at the back of each cumulation lists "Changes in Serials" and notes changes for all serials regardless of their beginning date. These changes include title changes, changes in the name or catalog entry of corporate authors, cessations, suspensions, resumptions, and the like. In our library, this tool is located in the Identification Department. Updates Union List of Serials.

NEWSPAPER - A publication regularly printed on newsprint and distributed, usually daily or weekly, containing news, articles of opinions (as editorials), advertisements, features, and other items of current interest.

"NO" - A returned book for which the Circulation Department cannot find the record of the charge; i.e. a long standing snag.

NON-CIRCULATING - Any library material which cannot be checked out. Such materials are stamped "non-circulating."

NON-GPO - Government document not published at the U.S. Government Printing Office, i.e. printed at field agency locations.

NON-UNIVERSITY PATRON - Any resident of the Poudre R-1 School District, who has a library privilege card. Also any student, faculty, or staff of a library with whom we have a reciprocal borrowing agreement.

NUMERICAL LIST - See Serial Set.

OP - See Invoice Symbols.

OS - See Invoice Symbols.

OPSCAN FORM FOR COMPUTER - Machine readable form used by non-university patron applying for a library privilege card.

OCCUPATIONAL-VOCATIONAL FILE - File of pamphlets and other information on occupations.

OFFICE MEMO - 1. Standard form available in pads used generally by the University for memoranda. 2. Above form used to inform Cataloging of covering or multi-binding done by Printing and Publications or in-house so they can make necessary notations on Serial Record Cards.

"ON ORDER" - Notation stamped on the slip which goes into the title section of the card catalog to indicate either that the publication is on order but not yet received, or that the publication has been received but not yet catalogued.

OPEN ENTRY - A catalog entry for a serial, series, or set not yet completed. The date and pagination are incomplete on the catalog card.

OPEN STACKS - Shelves of library materials to which patrons have access for self-service retrieval.

ORANGE SHELVES - Orange-colored shelves located at various intervals throughout the stacks for books needing reshelving.

ORDER - 1. A request to a publisher or vendor to purchase a publication, supplies or services. 2. The act of preparing an order.

ORDER CARD - White printed card used to request that publications be ordered; used by the librarians and/or faculty and students. Additional information on requested title is added by the Identification and Acquisition Departments.

ORDER PACKET - See Packet.

OUT-OF-PRINT (O.P.) - Not obtainable through the regular market, since the publisher's stock is exhausted.

PC8 - An official job description form for a specific job held by a Classified employee which includes such information as use of equipment, previous experience required for the job and education qualifications.

PLA - Principal Library Assistant. An obsolete state classified position superceded by Administrative Clerk B.

PP&R - See Performance Planning & Review.

PTLA - Publishers Trade List Annual - A collection of publishers' catalogs, arranged alphabetically by publishers' names, and bound in several volumes per year. Lists only books in print. Books in Print is an author, title and subject index to PTLA.

PACKET - A set of processing slips prepared by Acquisitions with appropriate bibliographic information which is used for ordering and/or cataloging.

PAGINATION - 1. A system of numbers or letters used to indicate the order of the pages in a book. 2. That part of the collation which states the number of pages contained in a book.

PAM BOX - Pamphlet Box. Box used to support pamphlets or loose periodical issues on shelves. Usually made out of cardboard, but also available in metal, which are called Princeton files.

PAMPHLET - At CSU Libraries a soft-cover monograph of 50 pages or less.

PARITY ERRORS - Errors in tape drive record which causes the record not to be read.

PART - A portion of a work in one or more volumes issued by a publisher as the work is completed for publication. It is distinguished from a fascicle by being a unit rather than a temporary portion of a unit.

PATHFINDER - A guide to selected library materials on a particular topic. The subject section of the card catalog contains references to those Pathfinders available at the Reference desk in this library. Science Pathfinders are available and indexed at the Science Reference desk but not represented in the card catalog.

PATRON - Library user.

PERFORMANCE PLANNING AND REVIEW - An evaluation system for university personnel. For further information, see the booklet Supervisors Performance Planning and Review Manual.

PERIOD - Abbreviation for "periodical;" in call number, but not a location symbol.

PERIODICAL - A publication that is issued at regular intervals 2 or more times a year and which contains articles on various subjects. Intends to continue indefinitely. (example: Time)

PERIODICAL INDEX - 1. An index to a group of periodicals, generally issued regularly and usually cumulated annually. 2. An index to a volume, several issues or a set of a periodical, usually issued once annually and bound at the end of the volume.

PERSONNEL SERVICES DIVISION - One of the five divisions of the Libraries, with responsibility for personnel administration, including recruitment and procurement of staff, training and continuing education programs, performance evaluation, counselling, and related informational services.

PHONE USE - See appendix on Telephone Use.

PHOTOCOPY - A copy of a sheet of paper or page from a volume made by a photo-reproduction process, e.g. xerox.

PHOTODUPLICATION ROOM - The area in the basement where patrons may pay to have photoduplication done by library staff, or may do their own copying on coin operated machine.

PHYSICAL PLANT - The department on campus responsible for buildings' condition and maintenance throughout the University.

PINGREE PARK - A campus of CSU, located up the Poudre Canyon, principally used for forestry students. The Libraries maintains a small branch at Pingree Park.

PREBOUND - A serial or periodical subscription held for the library at a commercial firm until volume is complete, then bound and sent to the library.

PREPARATIONS DEPARTMENT - A department in the Technical Service Division responsible for the physical preparation of a book after cataloging, making and filing of catalog cards, maintenance of the card catalog, binding, and key punching records for books and binding.

PREPAY - Payment in advance of receipt of ordered item.

PREPRINT - 1. A printing issued in advance of book or periodical publication. 2. A printing of a speech, lecture, or paper issued before its formal delivery.

PRINCETON FILE - See Pam Box.

PROCESSING PACKET - See packet.

PROFORMA INVOICE - An invoice received for checking and approval prior to receiving the formal invoice. It is used as a check list for periodical renewals and then returned for authorization to renew, or as a request for confirmation of an order for an unexpectedly expensive item.

PROOF SLIP - 3X5 card issued by LC with cataloging information. CSU receives proof slips on subscription from L.C.

PROPERTY STAMP - A rubber stamp used to identify all library materials owned by CSU.

PSEUDONYM - A name assumed by an author to conceal or obscure his identity.

PUBLICATION - 1. A work issued to the public in the form of a document, periodical or book. 2. The act of issuing such a work.

PUBLIC SERVICES COUNCIL - See Councils, Libraries.

PUBLIC SERVICES DIVISION - One of the five divisions of the Libraries, composed of the following departments or areas: Circulation Department, Interlibrary Loans, Reference Department, subject areas and Special Collections.

PUBLISHER - The person, corporate body, or firm responsible for issuing a work.

PUSLISHERS' CATALOGS - A file of current catalogs of domestic and foreign publishers located in the Identification Department.

PUBLISHERS' SERIES - A series of books whose only link may be the collective title assigned by the publisher.

PUBLISHERS TRADE LIST ANNUAL - See PTLA.

PUNCHED-CARD - See Keypunch Card.

PURCHASE ORDER - A form used to place an order. See order.

QUARTER CHARGE - Loan period extending for one academic quarter.

READER-PRINTER - See Microform Reader.

READY REFERENCE COLLECTION - Reference books used frequently by staff and/or patrons, shelved behind or at the Reference desk. Dummies on the regular reference shelves indicate where the books are shelved.

RECALL - A request by the Circulation Department for the return of a borrowed book when another patron needs it.

RECLASSIFYING - 1. A procedure in which the call number on a piece and the corresponding catalog records is changed, e.g. from Dewey to LC. 2. The revision of a call number due to a change in the classification schedules or an error in the cataloging when the call number was first assigned.

RECTO - The right-hand page of an open book, usually bearing the odd page number.

REF - Location symbol used in call numbers of materials in general reference area.

REFERENCE DEPARTMENT - The department within the Public Services Division that provides patrons with any necessary instruction in the use of the library or interpretation of the collection. The reference staff also presents general orientation lectures on demand.

REFERENCE DESK - Public service point staffed by the Reference Department and subject librarians and assistants. See also Science Reference Desk.

REMOTE STORAGE - Areas for the storage of lesser-used library materials outside of the Morgan Library.

REPAIRS - A unit within Preparations Department that has charge of mending materials for which rebinding is not necessary.

REPRINT - 1. A reimpression (intact) of material that has been published before. 2. A contribution to a periodical, afterwards issued separately, though not necessarily of the same type as the original. Reprints are printed copies prepared by the publisher as opposed to photocopies.

RESEARCH SERVICES DIVISION - One of the five divisions of the library, responsible for activities which involve the study and evaluation of library operations and library automation activities.

RESERVE DESK - A unit of the Circulation Department where books selected by faculty for required class reading are segregated and loaned for limited periods.

RETRO ORDER - Retrospective order. The ordering of back issues of a journal or serial to complete the set.

ROUTING - The systematic circulating of material to staff members.

SAG - Space Allocation Group. A former task force appointed by LFC to work on space problems in the library.

SBC - Serials Book Catalog. A computer-generated listing of cataloged serials contained in the CSU Libraries. Refers to the book catalog, computer print-out, and microfiche versions.

SL - See Shelf List.

SLA - 1. Special Libraries Association. 2. Senior Library Assistant. An obsolete state classified position superceded by Administrative Clerk A.

SCI REF - Location symbol used in call numbers of materials in Science Reference Area.

SCIENCE REFERENCE - The area within the Public Services Division which handles reference work in engineering, forestry, agriculture, biological, biomedical, and physical sciences.

SCIENCE REFERENCE DESK - Public service point staffed by science subject librarians and assistants.

SEARCH - 1. The exhaustive location process carried out by the Circulation Department when a patron cannot find a book on the shelf or in the DAR. 2. A process carried out by the Identification Department to determine if we have a publication in our collection or on order. Involved are checking the card catalog, orders out files, Kardex, and other bibliographic tools. Also, it involves establishing the correct bibliographic entries for a piece. See also Literature Search.

SECOND ENTRY - See Added Entry.

SEE REFERENCE - A guiding device in card catalog, index, or bibliography directing the user from the form of a name or subject not used to the form that is used.

SEE ALSO REFERENCE - A device in a catalog, index or bibliography that guides a patron to other related names or subjects which could help him find more material. Subject "see also" references used in the card catalog are taken from the book Library of Congress Subject Headings, a copy of which is at the west end of the card catalog.

SE-LIN LABELS - White labels bearing the call numbers usually on the spine of a book. Se-Lin refers to the brand name of the labelling system.

SENSITIZE - To prepare a book for the electronic detection system. Sensitized material will trigger the alarm at the exit.

SERIAL - A publication which is issued in successive parts at regular or irregular intervals. Serials are usually intended to continue indefinately. Examples are annual reports, periodicals, newspapers, proceedings, numbered monographic series.

SERIAL RECORD - A separate card catalog located near the periodical indexes on the first floor telling which serials the library has and their call numbers. Pencil notations indicate material that is unbound, and ink or typed notations indicate material that is bound. Current issues of a serial do not appear in the Serial Record until they are bound or microform copies are received.

SERIAL SET - A special edition of United States Senate and House journals, reports and documents, grouped in series and numbered consecutively, which Congress orders printed after each Congress.

SERIALS - The section of the Acquisitions Department which handles all aspects of acquiring periodicals and other serials. This section encumbers orders, approves invoices, maintains a Kardex file of receipt of issues or volumes, claims items not received, prepares periodical issues for shelving and processes gift and exchange periodicals.

SERIALS BOOK CATALOG - See SBC.

SERIES - A number of separate works issued in succession and usually related to one another in subject or form and issued by the same publisher in a uniform style. The collective title may appear somewhere on the piece.

SERIES AUTHORITY FILE - A record of proper forms for series to keep the entries uniform. Also gives information as to whether or not to trace a series, i.e. make added entry in the catalog. This file is located in the Catalog Department.

SERIES CONTENTS - An author and/or title listing of those parts of a series which are held by the library. Series contents are used when each piece has a unique title as well as the series title. Series contents cards are filed numerically behind the series main entry in the card catalog.

SERVICE POINTS - Areas in the library where patron assistance may be obtained: reference desks, loan desk, reserve desk, microtext room, interlibrary loan office, photoduplication area, special collections, documents.

SET - A work complete in two or more volumes. A collection of books forming a unit, as the works of one author issued in uniform style.

SHELF LIST - A record, usually a card file, of books in a library with the entries arranged in the order of the books on the shelves--in other words, in call number order. Our shelf list gives the number of copies or volumes of monographs that are in the Libraries.

SHIPPING AND RECEIVING - See Mail Room.

SINGLE TITLE CONTINUATION - A set which comes out in parts over a period of time with a definite end in view. Serials places a standing order for the set; the term is used for processing purposes.

SLANTED SHELVES - See Display Shelves.

SLIP LAW - A law in its first printed form after passage in Congress prior to its publication in the U.S. Statutes. Available in Documents.

SNAG - A term used in the Circulation Department for material or book which has a check-out charge that cannot be resolved immediately.

SOFTWARE - The programs and routines used to utilize the capabilities of computers and other equipment. See also Hardware.

SOUTH FOYER - Alcove off the lobby where the Serial Record and general periodical indexes are located.

SPECIAL - A symbol used in the call number of materials which are housed in the Special Collections Department.

SPECIAL COLLECTIONS DEPARTMENT - The department in the Public Services Division responsible for rare books, manuscripts, archives, audio tapes and microforms.

SPECIAL PRIVILEGE CARD - A card available to GTA, GRA or PhD candidates upon application and signed by advisor which entitles them to faculty privileges at the library, i.e. application for quarter loans and exemption from fines.

STACKS - Shelves on which library materials are arranged. This is an "Open Stacks" library, in which readers have direct access to the shelves.

STAFF ASSOCIATION OF THE COLORADO STATE UNIVERSITY LIBRARIES - An organization which provides services and activities of a social nature for the staff, such as maintenance of the staff lounge, sending of sympathy cards and flowers, and planning of parties. Membership is open to any staff member upon payment of dues.

STARS & STRIPES FOREVER - Location symbols on the spines of books.

STATE DOCUMENTS - Books, periodicals and other materials originating in, or bearing the imprint of, an office or agency of a State government.

STICKY- WICKET BOX - File kept at the Reference and Science Reference Desks giving answers to difficult and/or recurring questions.

SUBJECT HEADING - A word or phrase indicating the subject under which all material dealing with the same topic is entered in a catalog, bibliography, or arranged in a file. This library uses Library of Congress subject headings.

SUBJECT LIBRARIANS - In this library, librarians primarily responsible for collection development and performance of reference service related to their specialized subject fields. Specific areas of subject responsibility are biological and medical sciences, business and economics, engineering sciences, forestry and agricultural sciences, humanities, physical sciences, and social sciences.

SUBJECT SUBDIVISION - A restrictive word or phrase added to a subject heading to limit it to a more specific meaning.

SU-DOCS - An abbreviation referring to the U.S. Government Superintendent of Documents, the federal government printer.

SUCCESSIVE TITLE - A type of serials cataloging in which the previous title entry is a closed entry but the same call number is retained. Complete new descriptive cataloging is done for the new title. Successive title cataloging can occur when a serial title changes.

SUGGESTION BOX - A receptacle for deposit of suggestions from patrons. The suggestions are answered and posted above the box by the Assistant director for Public Services.

SUPPLEMENT (SUPPL.) - A complementary part of a book or article, which adds information to, or continues the text of, the original. Usually issued separately, supplements are often represented by a dash-on entry in the card catalog of this library.

SUPPLEMENTARY CATALOG OF U.S. GOVERNMENT DOCUMENTS - A catalog of U.S. documents not indexed in the Monthly Catalog, prepared by the Documents Librarian.

SWITCHBOARD - The telephone exchange in the main office which handles incoming library calls and routes them to the appropriate departments.

TWX (TELETYPE) - A system used for the fast transmission of written information via telephone lines, located in the Interlibrary Loan Office.

TAPE DRIVE - Recording parts of the multiplexer, the recording unit of the automated circulation system.

TATTLE TAPE - Brand name of the 3M detection system in use in Morgan Library. See also Book Detection System.

TECH REPT - Location symbol used in all numbers of material in Technical Reports Center.

TECHNICAL REPORTS - Publications which report results of research or development, often conducted or sponsored by the U.S. government. They are considered to be "unpublished" because of their very limited distribution, rapid obsolescence, and method of reproduction (multilith, mimeograph, Xerox, microfiche, etc.)

The Libraries own a substantial number of these reports, which, together with their indexing/abstracting journals, are shelved in the Technical Reports Center, Room 216, second floor, north wing, west of the Documents Department Office.

TECHNICAL SERVICES COUNCIL - See Councils, Libraries.

TECHNICAL SERVICES DIVISION - One of the five divisions of the Libraries, composed of the following departments: Identification, Acquisitions, Catalog, Preparations, and Documents.

TELEPHONE USE - See appendix on Telephone Use on page 32.

THERMOFAX - Trade name for a duplication method and it's machinery.

TITLE - The name of a work.

TITLE ENTRY - The record of a work in the card catalog under the title.

TITLE PAGE - One of the preliminary pages of a book with the title, the author's (editor's, etc.) name, and imprint. The title page is usually used as the authority for cataloging information. The verso of the title page usually carries the copyright date.

TRACINGS - The record on the main entry card of all the additional entries under which the work is represented in the card catalog.

TRIANON COLLECTION - A large private collection purchased from the Trianon Foundation in Colorado Springs. It is now merged into the Libraries' collection.

TRUNCATE - In shortening a word, to cut off at a given point as opposed to abbreviate.

TYPING ROOM - Room 132, where coin-operated electric typewriters are available for patron use.

UNC - University of Northern Colorado, Greeley.

USBE - United States Book Exchange - A repository for library materials not wanted by a member library which may be sold elsewhere.

UNCATALOGED LOAN - The lending to patrons of unprocessed materials by the Identification Department.

UNION CATALOG - A catalog combining entries from a group of libraries or branches of one library. It may exist as a card file or in book form and cover all holdings or be limited by subject or type of material.

UNION LIST - See Union Catalog.

UNION LIST OF SERIALS IN LIBRARIES OF THE UNITED STATES AND CANADA - A union catalog listing periodicals which began publication before 1950, giving place and beginning date of publication, and a record of holdings in more than 900 United States and Canadian Libraries. It is updated by New Serial Titles.

UNIT CARD - A basic catalog card in the form of a main entry. Such cards may be used for all entries with the appropriate heading typed at the top of each card, or with the appropriate tracing underlined.

UNITED STATES BOOK EXCHANGE - See USBE.

UPDATE ERROR - Error recorded on automated circulation system which is not the fault of the equipment. For example books checked in twice, books checked in which were not charged out, books charged previously not returned, etc. A list of update errors is generated each time the DAR is printed. Such errors are then corrected manually.

VENDOR - A company or other source from which items are purchased.

VENDOR FILE - An alphabetical file of vendor invoices which have been paid. It is located in the Accounting Office.

VERIFICATION - The establishment of the correct bibliographic information such as author, title, publisher, date of publication, price and series, using an authoritative source, such as NUC, NST, CBI, other indexes.

VERSO - 1. The reverse side of the title page which usually includes the copyright or date of publication. 2. Any left-hand page of an open book.

VERTICAL FILE - A collection of pamphlets, clippings and pictures kept in a filing cabinet. Examples are the where-in in the Word File, Occupational-Vocational Files, etc.

WALFORD - A common reference to the following work: Walford, A.J., Guide to to Reference Material, V. 1-3. The Guide, published in Great Britain, is an annotated bibliography of reference works. Sometimes referred to as "The British Winchell."

WESTERN LITERATURE COLLECTION - A large and comprehensive collection of works of fiction and imagination having their settings in the American Frontier West. The location symbol WESTERN identifies these items which are housed in the Special Collections Department.

WHERE IN THE WORLD FILE - A collection of uncataloged material of a descriptive nature concerning U.S. cities and states and world countries and cities. Included are highway maps, city maps, and touring guides. It is maintained by the Reference Department.

WINCHELL - A common reference to the following work: Winchell, Constance M., Guide to Reference Books. The Guide is an annotated bibliography of reference works, classified by subject.

WORKMARK - The first letter of the first significant word of the title of a book. It is sometimes placed immediately after the Cutter number in the cataloging to distinguish different works by the same author, particularly in fiction cataloging.

WORK ROOM - Two rooms, one located in the basement and the other on the second floor, which are used by the Circulation Department to sort books for reshelving.

WORK-STUDY - Students employed by the University on government grants.

WORK WEEK - For payroll purposes, Monday morning until Sunday evening.

X - A symbol used in the call number to denot "Restricted," referring to extremely popular items which because of high risk of loss are kept at the Reserve Desk.

XEROX ROOM - See Photoduplication Room.

ZAP - Slang for to sensitize or to desensitize material for the electronic detection system.

006 - A coding symbol used in the DAR which means that one search has been made for a requested book.

007 - A coding symbol used in the DAR which means that at least two searches have been made for a requested book and the book is now presumed lost.

008 - A coding symbol used in the DAR which means a book lost by a patron (he has failed to return it within 28 days).